

HR & Admin Manager

Job Title	Manager- HR & Admin		
Division	Human Resource		
Department	Human Resource		
Section	Human Resource		
Location		Direct Reports	HR & Admin Officer
Reports To	Country General Manager/ HR Manager (HO)	Version Number	1
External Relations	Government offices & ministries	Guide Number	
Internal Relations	All departments	Job Code	

Basic Function

Providing, Implementing, administrating and supporting all departments within SMSA for HR and Administration services required to achieve performance in accordance with the company objectives. Fully understands, drive and promote SMSA Vision, culture and values.

KEY Responsibilities

HR

- Keeping all Employee Records and HR files up to date.
- Pipeline CV's, Screen Candidates for positions and maintain a candidate database of CV for potential upcoming positions as per the budget.
- Engage and finalize all Recruitment process (ERF to offer letter) for any employee as per New Employee Checklist. (Visa, Equipment, ID's, emails, access)
- Monitor the adherence to human resources policies and procedures by all employees and discuss the discrepancies with the Country Manger and Country HR Manager.
- Arbitrate, in coordination with HR Manager, on cases of misconduct, and initiate appropriate disciplinary action; update the file of the employee for the disciplinary action.
- Monitor and renewal of all employees visas, licenses, passports, etc. as well as RP correction of all the employees of SMSA before due date.
- Recommend equitable administration of salary policies, structure, benefits, promotion, recruitment and termination policies.
- Manage, monitor, engage or execute all Disciplinary process within the guidelines of the company HR policy and procedure.
- Final Exit Interview and related process for resigned or terminated employees.
- Visit and/ or coordinate for any governmental matters related to the company or the employee as required by the business.
- Communicate any policies/ procedures or government related changes to the management and employees.
- Assist senior management to undertake specialist HR functions, i.e., design incentive schemes, compensation and benefits planning/ succession planning for the key positions.

- Provide employees with required letter against approval- Employee Salary Certificates. New Bank Account Letters, etc.
- Monitor and being aware of all government rules and regulation and timely update management of any such regulation that may affect the company operation, policies and procedure.
- Plan, organize or coordinate training sessions for new employee and existing employees as per the department and business need.
- Coordinate and ensure Health insurance and renewal for all SMSA Employees as per the company guidelines and policy.
- Manage and administer the attendance machine and reports related.
- Ensure all employees adhere to the organization policies and procedures.
- Engage employees to enhance work productivity and individual performance where ever required.
- Employee Satisfaction Survey
- Monthly preparation of the manpower report for payroll process, preparation and distribution of salary slips.
- Monthly Monitor and payments of LMRA/ SIO invoices.
- Assume other responsibilities or assignments directed by the Country Manager or the HR Manager.

Administration Services

- Administration, monitoring and record keeping of medical cards, ID cards and other work-related cards for all employees (new addition, renewal or deletion).
- Renew all the company licenses before due date.
- Maintain relationships and liaise with any administration work related to Government agencies like LMRA, MOL, SIO, Municipality, Ministry of Interior, Ministry of Transportation and Telecommunication, Customs, BAS, EWA, etc.
- Administer and request ticket for Business trip upon receiving the approved Business Trip request form.
- Provide Hotel service for our employees/ overseas Guest/ New recruitment employees/ and for employees when visiting abroad upon approval of the request, as per the policy.

QRM

- Supervise and monitor Security team leaders.
- Coordinate with the OPS manager in regards of security.

General

- Ensure all file, file registers and Archiving of documents maintained as per SMSA standards
- Ensuring all SMSA HR, Admin and Fleet process are followed and all Guide document related are updated and uploaded.
- Incident reports to be made and reported to QRM for any major incidents within the HR, Admin, Fleet, Maintenance.

Reports

- Prepare and update monthly reports
- Department Dashboards
- Other reports as requested by the Department Head, CGM or HQ.

EHS

- Understand and adhere to the company's environmental and safety policies.

- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencies

Creative Thinking	Level 3
Networking/Relationship building	Level 3
Planning & Organizing	Level 3
Risk Management	Level 3
Visioning & strategic Direction	Level 3

Technical Competencies

Investigation Knowledge	Intermediate
Learning & Development Knowledge	Intermediate
Local Regulations Compliance Knowledge	Intermediate
Total Quality Management Knowledge	Intermediate

Competencies – EHS

- Knowledge of basic environment health and safety requirements
- EHS corporate objectives awareness
- Awareness of EHS requirements in the QEHS management systems
- Have attended EHS awareness training (if applicable)
- Awareness of Environment Health Safety incident reporting

Organizational Competencies

Intermediate

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: